

Tell us about any changes

BENEFIT NOTIFICATION FORM
If your circumstances have not changed, you do not need to return this form

You can do this ONLINE by visiting www.north-norfolk.gov.uk/coc

or by filling out this form. Alternatively, call us on 01263 516349.

While you are in receipt of Housing Benefit and / or Council Tax Support you must tell us straight away about **any** change of circumstance that could affect your benefit.

Someone has moved in / out.

One of us will be away from home for more than a month.

We've moved.

My / our income has changed.

Our rental costs have changed.

I've inherited a large sum of money.

My child-care costs have changed.

There's been a change to other benefits I receive.

My live-in partner has gone to prison.

Our child has left home / school.

I've won the lottery jackpot!

Please note: The above examples are not exhaustive. Please do not rely on the Department for Work and Pensions (DWP) or anyone else to pass any information on. It is an offence not to tell us promptly about any change in circumstances that may affect your benefit. If we pay you too much benefit, you will probably have to pay it back.

If you have applied for, or are already getting, Housing Benefit and/or Council Tax Support and you would like to report a change of circumstance please complete this form.

First name(s)
Surname
National Insurance number
Address
Postcode
Daytime phone numbers
Your email address
Your Housing Benefit and Council Tax Support reference

What is the change that you need to report?

Please say who it affects, and what is the change for example whose income has changed, who's started work, who's moved? Please give as much detail as possible.

What date did this change happen?

What proof are you sending with this form?

For example, a letter showing the new amount of a benefit or pension, a Tax Credit award letter or wage slips. These must be original documents. If you don't have proof to send now, don't delay, send this form to us now (other documents can follow).

Your signature

Partner's signature (if applicable)	Date:
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Please return this form to:

North Norfolk District Council
Benefit Section
Holt Road, Cromer, Norfolk, NR27 9EN

You will receive a notification letter once your Housing Benefit and/or Council Tax Support entitlement has been reassessed taking the details you have provided into consideration.

